

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: FLEET SUPPORT SPECIALIST (Job Code 476).

GENERAL STATEMENT OF JOB

Under general direction performs routine office support functions for Fleet Maintenance department of the City. Employees in this class generally possess extensive departmental knowledge and excellent clerical/keyboard skills. Depending on the department, duties may range from extensive record keeping and report maintenance tasks to accounting. Office support functions performed at this level are moderate to complex in nature and generally require a high degree of accuracy. Employees in this class coordinates specific tasks that can be complex in nature. The incumbent prioritizes tasks and performs work independently and with supervision as necessary. Performs transit duties as required. Performs Emergency Response duties as assigned.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Generate correspondence, memos, places office supply orders, department requisitions for ordering, order follow up, claim forms, monthly operation, reports annual budget, and other relevant materials appropriate to assigned unit.

Take directions from the Fleet Administrator, and assists Department Head with tasks assigned.

Takes telephone inquiries and complaints, ascertains nature of call and directs it to the appropriate individual and department.

Perform a variety of essential record keeping duties and manages filing system pertaining to specific job duties.

Receives various reports and applications for the purpose of verifying accuracy and relates information to others as necessary. Uses modern office equipment including a computer and related hardware and software programs to complete assigned work. Completes and prepares various forms as required by the assigned department.

Works independently with supervisors and division leaders to process requisition orders and review ordering of equipment and supplies for field operations and administrative office.

Performs Emergency Response duties during various days and hours of operations as assigned and as directed.

Will be required to operate a Margate transit vehicle to transport passengers for various City functions as needed.

Performs departmental related work as required. Possess and demonstrate fundamental computer skills to generate orders, and prepare basic memorandum and letters as required by supervisor, must possess and demonstrate knowledge of basic pc software programs utilized by the City and the Department.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with basic minimum level course work in computers, basic accounting, and/or business, minimum two (2) years of related full time work experience, supplemented by course work in Microsoft Word and Microsoft Excel. Valid class B CDL with a P endorsement driver license required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (10 – 25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to exchange or convey information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and city administration operations that are moderate in nature.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to add, subtract, multiply and divide, calculate decimals and percentages.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and filling documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of common office productivity software, computers, and other office/technical equipment.

Knowledge of investigative resources including digital databases and other information sources.

Knowledge of computer capabilities for obtaining optimal results from available applications.

Knowledge of effective pre-employment background investigative procedures including investigate interview and operation of truth verification instruments.

Knowledge of filing /record keeping principles and methods

Skilled in oral and written communications for effective expression and clarity.

Ability to establish and maintain effective working relationships with supervisors, co-workers, support staff and other department members.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining attention to detail for the purpose of ensuring accuracy in task performance.

Ability to be licensed and physical ability to operate a conventional, unmodified motor vehicle.

Ability to exercise discretion in matters of a sensitive and confidential nature.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date